

Snowmobile Convention 2012 NOTES

A. Application

1. Changed to a fillable Word document
2. Available on the DNR webpage under Grants & Other Funding by February 1st
3. Training will be provided to ISSA Officers, Directors and Asst Directors at the Dec. 11th and Jan. 8th ISSA Board meetings.
4. ISSA Officers and Directors will then provide training to clubs at Regional level (dates to be determined)
5. Applications will be due in the DNR office by May 1st, or next closest business day

B. Insurance

1. Payment processed for this snow season
2. Next year insurance forms will be mailed out from V & V Insurance by July 1st
3. Clubs to mail back forms by September 1st
4. Policies to be in place by October 1st

C. Signs

1. All signs for this year have been ordered and shipped (see David or Megan if you have not received them)
2. Sign orders for next year will be coordinated through ISSA Regional Directors

D. Grant Agreement

1. Grant Agreements have been emailed out to all the recipients (done on October 20th)
2. Equipment Agreements emailed out the same day (see me afterwards if you club has not received yours)
3. Print and sign your Agreement(s) and mail back to me
4. Start a Grant folder to place all your Agreement and expense documents in

E. Training Tools

Passing out a couple of training tool documents for you to place in your Grant folder; including an Application/Agreement Timeline, What to Keep in your Grant File Folder, and a Close-Out Checklist.

1. Application/Agreement Timeline

- a. Key Dates include the February 1st Grant Application Available On-Line, and the May 1st Grant Application Deadline and Deadline for your Grant reimbursement request

2. Documents to keep in Grant file folder

- a. Copy of your Grant Application, signed Grant Agreement, signed Equipment Agreement, extra blank copies of your Groomer Log, copies of all expense documents, 3 bids/quotes for items over \$500, copies of canceled checks and/or bank statement showing proof of expense
- b. Best to begin filling out Groomer Log with expenses as they happen

3. Grant Agreement Close-Out Checklist

- a. By May 1st, the following documents need to be sent in to the DNR with your reimbursement request
- b. Complete Groomer Log with all grooming and expenses
- c. Include corresponding invoices, bids/quotes for items over \$500
- d. Include proof of payment, ie, canceled checks or bank statements that identify checkees
- e. Pictures of development projects, gates, bridges
- f. Maps of any projects relocated from application request
- g. Completed and signed project billing form with all expenses and reimbursement request

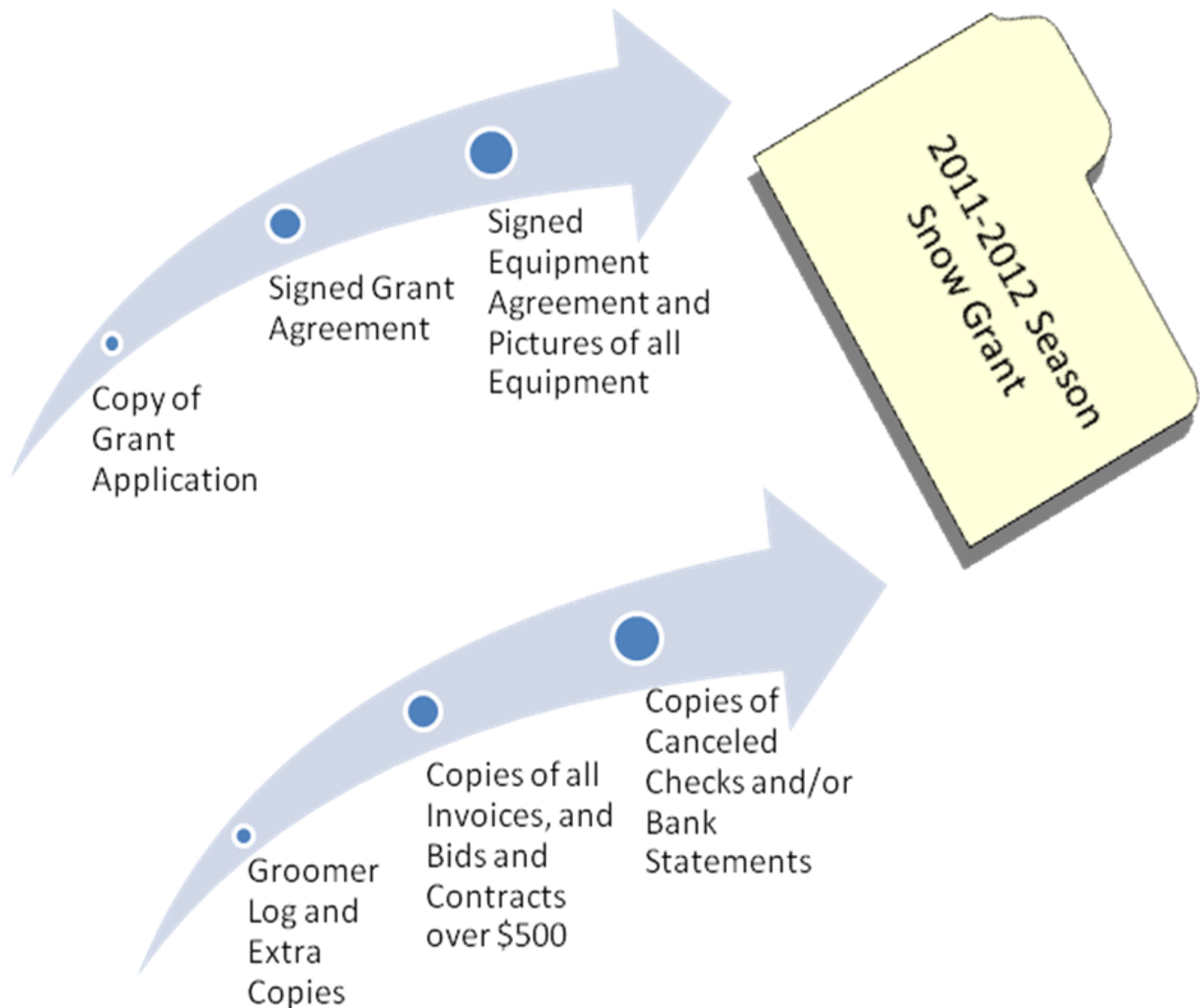
Snowmobile Agreement Process and Annual Timeline



Date	Task	Action Required
May 1	Grant Application Due to DNR	<ul style="list-style-type: none"> Application must be date stamped in DNR office by May 1st
By June 30	Grant Application Review and Selection Meeting	<ul style="list-style-type: none"> Department to notify applicants of meeting time and location
By July 8	Funding Recommendations sent to DNR Director for Approval	
By July 15	Director Approval of Recommendations Emailed to Recipients	<ul style="list-style-type: none"> Emails sent to applicants announcing DNR Director's approval of grant recommendations
By July 30	Grant and Equipment Agreements Emailed to Recipients	<ul style="list-style-type: none"> Recipient should start Grant Agreement folder to put all Grant documentation in
August 15	Signed Grant and Equipment Agreements Due back to DNR from the Recipient	<ul style="list-style-type: none"> Recipient should print and sign Grant and Equipment Agreements upon receiving them and mail (not email) back to DNR
August 30	Signed Grant Agreements Emailed back to Recipients	<ul style="list-style-type: none"> DNR will scan and email, not mail, signed Agreement(s) to the recipient Recipient should print a copy of Agreement(s) and place in Grant folder Recipient responsible for tracking all expenses relating to Grant Recipient makes copies of all invoices/receipts, canceled checks and/or bank statements and place in Grant folder Recipients required to post all expenses from invoices/receipts on groomer log. Excel version available on line at: http://www.iowadnr.gov/Recreation/Snowmobiles/SnowmobileGrants.aspx Recipient makes copies of groomer log as needed for groomer operators to log grooming activities Recipient places any bid/quotes for items over \$500 in Grant folder (3 bids/quotes required for items over \$500) Recipient required to keep Grant file/documents for 5 years.
February 1	Grant Applications Available On Line	<ul style="list-style-type: none"> Updated Applications available on line at: http://www.iowadnr.gov/Recreation/Snowmobiles/SnowmobileGrants.aspx
May 1	Reimbursement Requests due to DNR	<ul style="list-style-type: none"> Print and fill out Snowmobile Project Billing Form, sign & date Include completed groomer log (include all expenses and grooming activity) Include copies of all invoices/receipts for anything being requested for reimbursement Include 3 bids/quotes for all items over \$500 (required) Include copies of canceled checks and/or bank statements for all expenses being requested for reimbursement Include pictures of gates and bridges being requested for reimbursement Include receipt for groomer storage



What Documents to Keep in your Snowmobile Grant File





Snowmobile Grant Close-Out Checklist

- ✓ Groomer Log Completely Filled out

All miles groomed, fuel used plus cost, lease amounts, purchases, repairs, development, groomer storage costs

Only items with a invoice or receipt will be reimbursed

- ✓ Copies of all Invoices/Receipts

Include all invoices and receipts, including gas, oil, leases, repairs, materials, storage

- ✓ Copies of all bids/quotes for items over \$500

All purchases over \$500 require 3 bids/quotes

- ✓ Copies of Canceled Checks or Bank Statements as Proof of Payment

Proof of payment is required, can be in the form of a copy of a canceled check or a bank statement showing the vendor name and amount

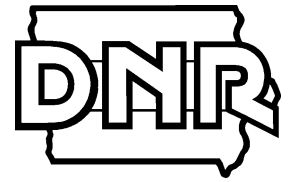
- ✓ Pictures of Gates/Bridges Constructed and being Reimbursed

Any gates/bridges moved from location described in your application must be identified on a map and sent with close-out

All development requires proof it was purchased and/or built, take pictures of completed projects and send with request

- ✓ Project Billing Form Requesting Payment, Signed and Dated

Include all expenses incurred by club under the appropriate item. Total and verify the amount you are requesting, sign, date and mail to DNR by May 1st.



DNR Accounting Dept., Return Copy to:

Kathleen Moench _____

Doc #: _____ Date: _____

CV: _____

Club Name _____

Club Address _____

Club Address _____

Fed. ID #: _____

Fund/Dept/Org/SugOrg/\$ - _____

Snowmobile Fund Project Billing Form

Final requests for reimbursements due no later than May 1st.

Mail to: IDNR, Budget & Finance Bureau, 502 E. 9th Street, Des Moines, IA 50319

Grant Recipient: _____

Snowmobile Agreement #: _____

Billing #: _____

Budget Item	Budget Amount	Expenditures This Billing	Total Expenditures
Groomer Operation & Maintenance	\$0		
Groomer Operator Labor			
Fuel Cost			
Oil Cost			
Maintenance Labor			
Repairs			
Lease Costs	\$0		
Lease			
Development Costs	\$0		
Fence Openings			
Gates			
Temporary Bridges			
Other Costs	\$0		
Storage			
Totals	\$0		
Less Expenditures In Excess of Total Authorized Project Budget Amount:			
CLAIM REQUEST (___% Of "TO DATE" Expenditures):			
LESS PREVIOUS PAYMENTS OF:			
TOTAL CLAIM TO BE PAID:			

I certify that this billing is correct and just based upon actual payment(s) of record by the Grant recipient, and that the work and services are in accord with the approved grant.

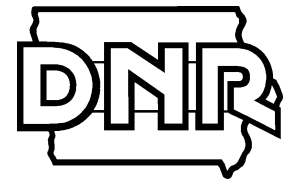
Signature: _____

Date: _____

Print Name: _____

Title: _____

Phone: _____



Groomer Log - Explanation of Terms

Fill out the groomer log completely, whether the club is receiving funds or not. This allows the Department to track trends and keep a history for future club members. When returning your completed groomer log for reimbursement, remember to attach all invoices and canceled checks. Thank you.

- A. Vehicle identification should be expressed in terms of serial number and corresponding county identification if different.
- B. Date is calendar date of use.
- C. Trail(s) should be listed as identified by the county (number, name, letter, etc.).
- D. Miles groomed should be expressed in terms of miles each trail and totaled for day.
- E. Operator's name is that of the individual operating groomer.
- F. Hours of operation should be expressed in terms of hours of grooming each trail and totaled for day.
- G. Fuel used should be expressed as total gallons each time tank is filled.
- H. Fuel cost should be expressed as total cost each time tank is filled.
- I. Oil used should be expressed as total quarts used each time oil is added or changed.
- J. Oil cost should be expressed as total cost each time oil is added or changed.
- K. Name is that of person doing work if employed by sponsor. If not employed by sponsor, leave blank.
- L. Maintenance and repairs should be expressed as the item name and its cost (i.e. battery, track, etc.).
- M. Development costs should be broke down by the total cost of materials only for fence openings, gates, temporary bridges.

Recipient: _____

County: _____

[illegible]

Signature: _____

Title: _____

Print Name: _____

Phone: _____

Recipient: _____

Snowmobile Agreement #: _____

[illegible]

To be signed by a representative of the governmental agency responsible for the Cooperative agreement and/or equipment or the executive director.

I hereby certify that the above are true and just statements, amounts, etc. and records are on file to certify this.

Title: _____

Phone: _____